

U.S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions	given in Foreign Service N	National Handbook	, Chapter 4 (3 FAH-2)				
1. Post 2. Agency			3a. Position Number				
U.S. Consulate General in HCMC, Viet Nam HHS/CDC			CDC-A-05-HC				
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. Yes No							
4. Reason For Submission ☑ a. Reclassification of duties: This position replaces							
(Position Number) CDC-A-05-HC , (Title) Computer Assistant (Series) 1809 (Grade) 9							
b. New Position							
C. Other (Explain)							
5. Classification Action	Position Title and Series Code			Grade	Initials	Date (mm-dd-yy)	
Post Classification Authority BKK/BRCC	Public Health Specialist, FSN-550			10		7/28/2016	
b. Other							
c. Proposed by Initiating Office							
Post Title Position (if different from official title) Public Health Specialist (Surveillance and Response)			7. Name of Employee				
8. Office/Section CDC/DGHP			a. First Subdivision				
b. Second Subdivision			c. Third Subdivision				
This is a complete and accurate description of the duties and responsibilities of my position.			This is a complete and accurate description of the duties and responsibilities of this position.				
Printed Name of Employee			Printed Name of Supervisor				
Timed rame of Employee			· ····································				
Signature of Employee Date (mm-dd-yy)			Signature of Supervisor Date (mm-dd-yy)				
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.			12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.				
Printed Name of Chief or Agency Head			Printed Name of Admin or Human Resources Officer				
Signature of Section Chief or Agency Head Date (mm-dd-yy)			Signature of Admin or Human Resources Officer Date (mm-dd-yy)				

13. Basic Function of Position

The Global Health Security Agenda (GHSA), is an international effort, seeking to accelerate progress toward a world safe and secure from infectious disease threats by preventing, detecting, and rapidly responding to biological threats whether they are naturally occurring, intentional or accidental, and to elevate this issue as a leaders-level priority. GHSA is a U.S. Presidential priority, and the U.S. has made a commitment to assist at least 30 countries, including Viet Nam, to achieve all of the GHSA targets. GHSA targets include the breadth of capacities needed for national and global health security, and they should assist in identifying gaps and provide practical next steps toward measurable goals consistent with country requirements to achieve international standards such as the World Health Organization (WHO) International Health Regulations (IHR).

This position serves as the Public Health Specialist for Surveillance and Response at the Centers for Disease Control and Prevention (CDC) office at the U.S. Consulate in Ho Chi Minh City (HCMC), Viet Nam. In this capacity, the position holder will provide significant technical and program management leadership with advancing Viet Nam to achieve the GHSA targets for disease surveillance and response.

The position holder serves as a subject-matter expert, and technical advisor in all efforts undertaken by CDC-Viet Nam to advance implementation in the aspects of indicator-based surveillance, event-based surveillance and how they support early warning and response to public health threats. The job holder works in collaboration with relevant technical personnel at CDC -Hanoi and -Ho Chi Minh City, as well as other technical officers within the USG inter-agency, including the Department of Defense/Defense Threat Reduction Agency (DTRA) and the United States Agency for International Development (USAID).

The job holder works with the CDC Country Offices in Hanoi to coordinate, facilitate, mentor, and/or directly provide capacity development support in strengthening systems for surveillance and response, concentrating primarily on efforts in the southern provinces best supported from CDC-HCMC. Target beneficiaries include national and sub-national agencies, including regional institutes and provincial and district departments of health, as well as other clinical and preventive medicine actors across the Ministry of Health and other line ministries, including Ministry of Agriculture and Rural Development and the Ministry of Defense. The job holder has direct responsibility for routine liaison with the USG Inter-Agency, other bilateral and multi-lateral partners, especially, but not limited to, the World Health Organization in Viet Nam, the Food and Agricultural Organization, USAID and DTRA across all activities pertaining to infectious disease surveillance and response.

Under the supervision of the Team Lead for Surveillance and Response, the position holder will play an important technical advisory role to the MOH and implementing partners for day-to-day program and administrative management, coordination and collaboration activities with other in-country U.S. agencies to ensure that USG programming addresses GVN priorities.

The administrative, technical advisory and managerial roles require public health leadership, subject-matter expertise, evidence-based and results-oriented analysis, advocacy and capacity building, and constant and clear communication with the Ministry of Health and other stakeholders. Position holder also represents CDC Viet Nam on surveillance and response issues at technical, policy and strategic planning meetings, as well as in meetings with collaborators and donor agencies.

14. Major Duties and Responsibilities	% of Time
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Technical Advisor (40%). The position holder is a principal technical liaison and technical advisor with the Ministry of Health and other line ministries on disease surveillance and response. The job holder liaises with CDC-Headquarters subjectmatter experts, other USG Inter-Agency, other bilateral and multilateral experts supporting the GVN on strengthening infectious disease surveillance and response for compliance with the IHR. Develops a comprehensive understanding of disease surveillance and response systems. Strengthens disease surveillance and response capabilities at national and sub-national levels level, including, but not limited to, routine reporting on nationally notifiable diseases, event-based surveillance for early detection of public health events, and sentinel surveillance. Supports expanded deployment, monitoring and quality improvement of efforts to reinforce early warning and response networks to better detect and response to infectious disease threats. Assists GVN to review current surveillance systems operations research and performance monitoring. Supports GVN with developing and executing national strategies for strengthening disease surveillance and response. Supports the GVN with collaborative revision/upgrade of surveillance and response-related circulars, decisions, guidelines and SOPs, aligned with WHO and other internationally-recognized standards. Supports all relevant MOH and cross-sector steering group established to improve coordination and harmonization of surveillance and response strategies and activities. Advances efforts to map infrastructure and reporting workflow mapped, and the identification of appropriate software solutions for reinforcing surveillance information systems and their inter-operability with other data capture/reporting systems. Assists GVN to promote data quality and timeliness and completeness of reporting. Promotes twinning relationship between U.S. public health laboratory and regional institutions. Supports implementation of, and design of new policy guidance, to ensure rationally designed surveillance networks with the capabilities, including adequate, competent staffing, to counter public health threats to Vietnam in the 21st Century.

Training and Mentoring (20%). The position holder assists with the training of personnel in disease surveillance and response. This will be conducted both in workshops and in routine performance monitoring where mentoring can occur. The job holder must provide technical expertise to trainees to develop surveillance projects, and strengthen existing systems through monitoring and quality improvement interventions. The positions holder supports the design and delivery of capacity-building interventions and serves as a master trainer and mentor to GVN personnel working in disease surveillance and response. The job holder works with MOH, WHO and other stakeholders to map out existing personnel, their schemes of service, and develops human resources development strategy required for the public health surveillance and response systems in the 21st Century.

Program Management (20%). The positions holder provides program management oversight, coordination and development for CDC-supported surveillance and response (including information systems and disease reporting), activities and investments in Viet Nam, managing an annual technical assistance portfolio ranging between \$500,000 - \$1,000,000

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per year. Serving as a technical monitor on USG agreements with GVN agencies and international NGOs, the job holder monitors key performance parameters to gauge progress towards GHSA milestones associated with these areas of activity.

Communication, coordination and collaboration. (20%) The position holder is a primary technical liaison for surveillance and response system-strengthening activities for all partners and collaborators, including MOH, MARD, MOD, WHO, and with other USG agencies such as USAID and the Defense Threat Reduction Agency. Strong working relationships must be developed, accordingly. Oral and written communications to the Team Lead and other higher-level supervisors, including the Country Director, as well as general report writing will be a regular and ongoing responsibility of this position. The position holder will actively participate in regularly scheduled and periodic CDC meetings and coordination calls, including those with subject matter experts CDC Atlanta. The position holder will coordinate, plan, and otherwise facilitate the conduct of meetings between CDC, MOH and other stakeholders in the Asia region. Pro-actively, and with minimum supervision, the job holder supports CDC Viet Nam to strengthen communication, coordination and collaboration across programming in the inter-related action packages of the GHSA. This includes publications, reports, briefings and other written and oral strategic and scientific communications to highlight accomplishments/progress with implementation of the GHSA.

15. Qualification Required For Effective Performance

a. Education

A minimum of Master's degree in public health, biological sciences or laboratory sciences, or international equivalent is required.

b. Prior Work Experience

A minimum of three years' experience working with projects or programs supporting public health surveillance and response systems in Viet Nam is required. Also, a minimum of two years' experience in developing, implementing and evaluating health programs and coordination with international agencies or implementing partners is required.

c. Post Entry Training

Ongoing continuing education and professional seminars including current methodologies regarding the integration of public health services, surveillance and reporting of infectious diseases, and program evaluation. CDC and other US agency-specific training in approaches to program design, implementation and reporting will be provided by CDC

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*): Level IV (fluency – speaking/reading/writing English is required.

Level IV (fluency-speaking/reading/writing) Vietnamese is required.

e. Job Knowledge

In order to support the host Government and implementing partners in the development and strengthening of effective disease detection and response systems, a professional knowledge foundation in public health and the role of laboratory and information systems with strengthening infectious disease detection and response is required. This includes a thorough understanding of current best practices in event- and indicator-based surveillance for public health action. A good working knowledge of program management techniques to plan, organize and direct complex activities with multiple stakeholders is required.

f. Skills and Abilities

Must have good program management and systems analytical skills, and be able to communicate issues and developments between the CDC team and partners within MOH and other technical, development and implementing partners, both orally and in writing. It is critical to maintain effective, sustainable working relationships with national and international working partners and to accomplish reporting requirements. Good managerial skills are required to operate independently with limited direct supervision of day-to-day activities and to lead results-driven project teams and workgroups. Ability to analyze, understand and discuss data, program and systems design and revision, and management and implementation approaches is required. Intermediate user-level of word processing, spreadsheets and databases is

required. Strong skills in the interpretation of program monitoring and evaluation data are required, including the ability to understand and synthesize numerical data.

16. Position Elements

a. Supervision Received

Will be supervised by the Surveillance and Response Team Lead.

b. Supervision Exercised

None

c. Available Guidelines

Generally accepted international medical and ethical standards for CDC strategic objectives and operating provisions. CDC operational plans, CDC and U.S. Embassy protocols and policies, and Ministry of Health rules, regulations, policies and technical papers issued both in writing and orally.

d. Exercise of Judgment

Position holder is expected to make informed, professional judgments on the quality and effectiveness of methods and techniques used in implementing, analyzing and evaluating results of lab networks activities and operational projects. Strategies must be developed or revised to elicit cooperation and commitment for implementation and evaluation activities from implementing partners, professional staff of other agencies and the MOH.

e. Authority to Make Commitments

Position holder has no authority to make financial commitments; however, in the course of program management responsibilities, position has authority and responsibility to make technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the agency headquarters grants, contracts and cooperative agreements office. Position holder has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance.

f. Nature, Level and Purpose of Contacts

Position holder has regular contact with agency staff in acquisitions, financial and other administrative areas related to program financial accountability, travel and coordination of site visits. Position holder also interacts with agency colleagues for purposes of conducting monitoring and evaluation requirements and coordinating support across programs for services and training. External contacts are with program managers in the MOH, participating partners, health professionals at other related institutions and medical research organizations, NGOs and other program collaborators. Purpose is to stay informed and up-to-date on all public health and zoonotic disease matters. Incumbent also utilizes these contacts to support and develop the highest technical quality and integration of prevention and treatment programs. Contacts also include professional program and clinical staff such as physicians, nurses, veterinarians, laboratory technicians, supply chain managers, pharmacists, and other public health professionals for purposes of providing information, timely technical updates, program integration and evaluation.

 g. Time Expected to Reach Full Performance Level Six months.